MEMORANDUM

IDAHO DEPARTMENT OF LABOR



DATE: June 26, 2003 WIAB 05-02

TO: All Service Delivery Areas; All WIA Subrecipients; All Local Office Managers

FROM: Joni Booth, Chief,

Accounting

SUBJECT: WIA Accruals for Program Year 2002

The WIA participant payment system will close for Program Year 2002 on Friday, June 27, 2003. After closure, we will give WIA case managers limited access to the accounting system so they can manually add, correct or delete financial accruals. This process helps to ensure that costs incurred during PY 2002 are actually charged to the PY 2002 grant, and not to the next program year. Bills submitted to WIA payroll by Wednesday, June 25th will be in the system.

All WIA Subrecipient staff will have the opportunity to view and modify (if necessary) participant accrual data on Tuesday, July 1st from 8:00 am to 6:00 pm Mountain Time, and Wednesday, July 2nd, between the hours of 8:00 am and noon Mountain Time. Staff may enter the accounting system from any personal computer with access to the Internet.

Automated Accruals

Participant accruals are unpaid financial obligations that are due and payable during the program year. Our accounting system generates these automated accruals throughout the year, based on certain costs paid in the prior month. These costs include OJT employer payments, work experience wages, internship wages (including fringe) and needs-based payments.

Automated Accrual Example

If the system makes a \$600 OJT payment for April it will automatically generate a \$600 accrual for the month of May in anticipation of another monthly invoice. The May accrual will be changed to reflect the actual May payment when the invoice is paid (generating a June accrual) OR the accrual will be deleted if the individual completes from the activity. Note: There must be no time lag between the last day worked and the activity completion date or the system will retain the May accrual in anticipation of a May invoice.

Manual Accruals

Case managers are provided limited access to the accounting system and are asked to review and adjust, when necessary, system accruals at the end of each program year. This limited access period provides case managers with the opportunity to enter manual accruals for outstanding payments that have not yet been processed. Payments such as child care, transportation, tuition,

books, supplies, etc. are not included in the automated process and must be entered manually if appropriate. Remember: In order to qualify as a current year cost, the actual transaction or date of purchase must occur on or before June 30, 2003.

Questions or problems call:

In Accounting:

Robbin Hankins @ 332-3570 ext. 3157

Bob Boyd @ 332-3570 ext 3150

Or your Grant Manager

Security clearance for the WIA Management Information System (MIS) is required. https://www.wia.state.id.us/login.asp

Idaho Workforce Investment
Information System

All Users Must Log in:

USERNAME:

PASSWORD:

Login

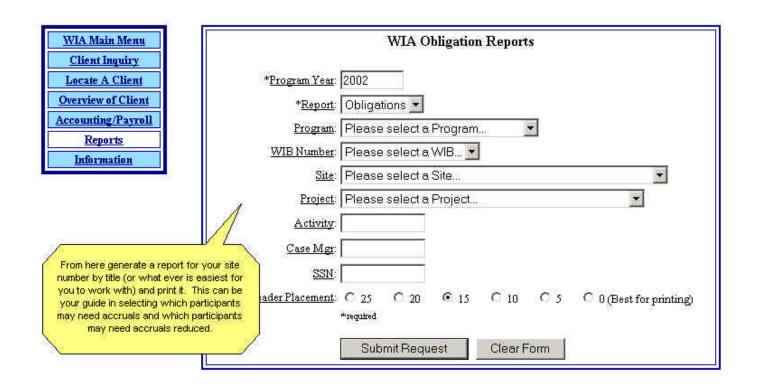




Welcome to the

Idaho Workforce Investment Information System







WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

Please choose a function below

Participant Payroll Information

Participant Accrued Expenditures

Accounts Payable:

- Payee Search by Vendor Number/SSN
- · Alphabetic Payee Search

State Vendor File:

- Vendor Search by Vendor Number/SSN
- · Alphabetic Vendor Search

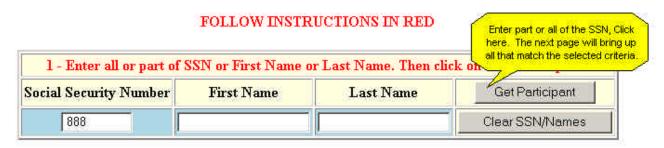
WIA Financial Reports

WIA Participant Manual Accruals

Select VMA Participant Manual Accruals

PARTICIPANT EXPENDITURES AND ACCRUALS

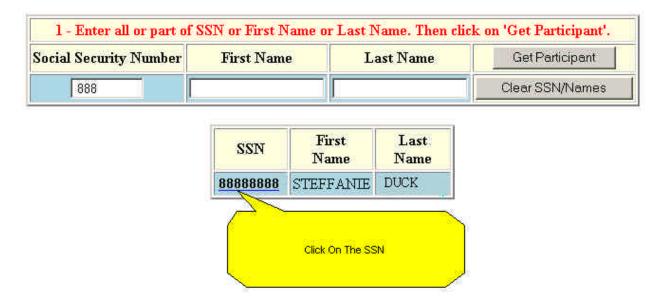
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PARTICIPANT EXPENDITURES AND ACCRUALS

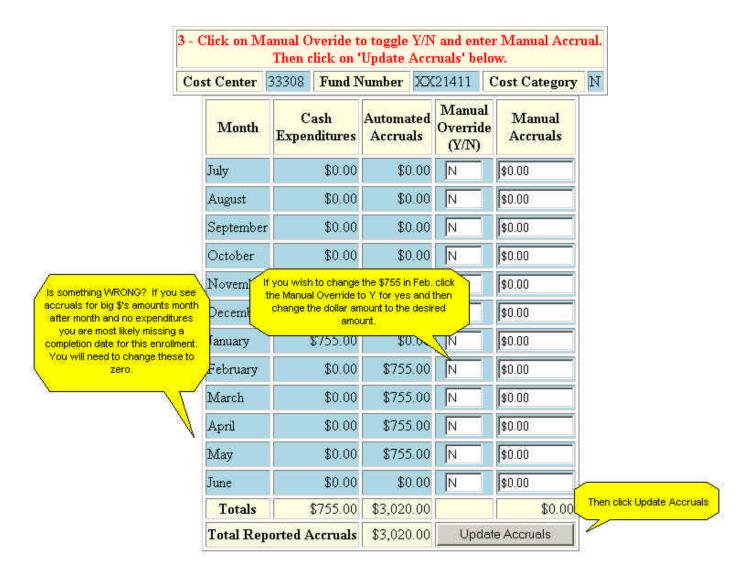
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FOLLOW INSTRUCTIONS IN RED



	Social Security Number	r First Name	Last Name	Get Participant	
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2 - Click on one of the Cost Categories below to show detail.										
Action Program V		WIB/Site	<u>Fund</u> <u>Number</u>	Cost Cat	Obligations	Cash Expenditures	Total Accruals	Total Accrues Expenditures		
	2002	3/3308	XX 15 411	<u>G</u>	\$1.00	\$0.90	\$0.00	\$0.90		
	2002	3/3308	XX 21 411	<u>C</u>	\$1,089.00	\$119.75	\$0.00	\$119.75		
	2002	3/3308	XX 21 411	<u>G</u>	\$0.00	\$2.70	\$0.00	\$2.70		
	2002	3/3308	XX 21 411	Ī	\$0.00	\$27.00	\$0.00	\$27.00		
	2002	3/3308	XX 21 411	Ŋ	\$0.00	\$755.00	\$3,020.00	\$3,775.00		
	2002	3/3308	XX 21 411	<u>Z</u>	\$0.00	\$129.95	\$0.00	\$129.95		
	2002	3/3308		7	\$0.00	\$54.00	\$0.00	\$54.00		
	2002	3/3308	Select the Cost Category wish to change the accrual		\$989.00	\$470.00	\$0.00	\$470.00		
Or add a line (Cost Category) to accrue on.				J	\$0.00	\$156.95	\$0.00	\$156.95		
			YY 41 410	X	\$0.00	\$129.95	\$0.00	\$129.95		
7	Z 2002 313308		YY 41 410	Y	\$0.00	\$54.00	\$0.00	\$54.00		
Add	2002									
	Totals				\$2,079.00	\$1,900.20	\$3,020.00	\$4,920.20		



Accruals have been updated!

st Center	33308 Fund I	Number XX	21411	Cost Category		
Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual		
July	\$0.00	\$0.00	N	\$0.00		
August	\$0,00	\$0.00	N	\$0.00		
September	\$0.00	\$0.00	N	\$0.00		
October	\$0.00	\$0.00	N	\$0.00		
November	\$0.00	\$0.00	N	\$0.00		
December	\$0.00	\$0.00	N	\$0.00		
January	\$755.00	\$0.00	N	\$0.00		
February	\$0.00	\$755.00	*Y*	\$100.00		
March At	ter selecting update a	accruals your sc	reen	\$0.00		
Appel Sh	ould look like this. Youccrual for \$755 to \$1	ou have changed 00. Your accru	Ithe 💳	\$0.00		
A STATE OF THE PARTY OF THE PAR	**note** you may se	re decreased \$655 to \$2,365.00.				
June "	nonth to change befo	re you click Upda	ate	\$0.00		
Totals	\$755.00	\$3,020.00	1	\$100.00		
Total Rep	orted Accruals	\$2,365.00	Upda	te Accruals		

		2 -	Click on	one of the Co	st Cate	gories below t	o show detail			
Action	ction Program WIB/Site Fund Number				Cost Cash You can use the back arrow f			Total m the quals		Total Accrue Expenditures
	2002	3/3308	X	C 15 411		rowser to get back at. You can now s			0.00	\$0.90
	2002	3/3308	20	C 21 411	1 20	ccrue on. **NOTE reflected in the Tota		A 100 A 174	0.00	\$119.75
	2002 3/3308 XX 21 411 <u>G</u> page.					A	0.00	\$2.70		
	2002 3/3308 XX 21 411 I \$0.00 \$						\$27.00	7	00.00	\$27,00
	2002	3/3308	X	C 21 411	<u>N</u>	\$0.00	\$755.00	\$2,36	5.00	\$3,120.00
	2002	3/3308	X	C 21 411	<u>X</u>	\$0.00	\$129.95	1	0.00	\$129.95
¥21 411					Y	\$0.00	\$54.00	1	0.00	\$54.00
Or you can use the Add buttom to add a new Cost Cat. Do not worry about making a mistake as once you have a new line for Cost Cat you will see a delete button on the 41 410				<u>A</u>	\$989.00	\$470.00	\$	0.00	\$470.00	
				Ī	\$0.00	\$156.95	\$	0.00	\$156.95	
left side under Action. 41 410					X	\$0.00	\$129.95	\$	0.00	\$129.95
7	2002	3/3308	YY	7 41 410	Y	\$0.00	\$54.00	\$	0.00	\$54.00
Add	2002									
	Totals					\$2,079.00	\$1,900.20	\$2,36	5.00	\$4,265.20

PARTICIPANT EXPENDITURES AND ACCRIMALS

6/12/2003 11:18:10 AM -- - Update is Enabled

FOLLOW INSTRUCTIONS IN REL

Use the back arrow again to get back to this screen. You may now select another participant

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'. Social Security Number First Name Last Name Get Participant Clear SSN/Names